

# SEASONAL GROUP RESERVATION - 2014

## Policies and Procedures

The City of Gaithersburg welcomes the opportunity to serve you as a reservation patron at the Water Park. Please read these guidelines in their entirety for important information pertaining to reservation use. **Once you have read the following policies, please sign and date at the bottom of this form and return it with your request.** Requests will only be honored when received in writing and with appropriate payment at least two weeks prior to the date requested, pending availability. **Addendums to the original contract (additions, not subtractions) must be made in writing at least five business days prior to the event pending availability.**

### Group Definition

The City of Gaithersburg Aquatics Division extends to a limited number of groups the opportunity to come to the Water Park on a **regular basis (at least four dates) throughout the summer on weekdays at specified times for reduced fees.** Requests will be handled on a first come, first served basis, with some consideration given to returning groups with a good history of organization, supervision, and cooperation with this program.

### Policies

1. The **supervisor-to-child ratio** is expected to be a minimum of 1:5 for children under five and 1:10 for all other ages. Children must be supervised throughout the complex including locker rooms, grass area, snack bar, mini-golf course, as well as pool and deck areas. Note: If pool management determines that the adult supervisors are not supervising their group on a continuous basis, adult chaperones may be charged and/or the special seasonal reservation opportunity may be terminated with no refund.
2. All groups will choose either the morning (11 am – 1 pm) or afternoon (1 pm – 3 pm) swim time. No exceptions will be made. All groups will be called to clear the pool 10 minutes before the end of their reservation time and will be expected to be leaving the facility by the end of their swim time.
3. Coin lockers and locker rooms are provided. However, the children should come dressed to swim and leave any towels, clothing, etc. with one of their supervisors in their area. **All other supervisors must be with the children at poolside or in the pool.** All valuables must be left at home or at your center. The City is not responsible for lost or stolen items.
4. Each individual group will be financially responsible for any damage done to the Water Park or surrounding facilities as a result of the groups use or misuse of the property. Groups are also responsible for clean-up of their area.
5. It is the responsibility of each individual group to provide adequate additional supervision for children with disabilities or special needs. Any requests for reasonable accommodations shall be made at the time of reservation submittal.
6. Each group is responsible for following all rules and regulations, posted or not posted. Review the most current Rules and Regulations posted online at: [www.gaithersburgmd.gov/waterpark](http://www.gaithersburgmd.gov/waterpark).
7. Each group shall identify to the pool manager upon arrival an adult group leader who is responsible for the coordination and supervision of their group. This leader will be present the entire time of the rental.

### Summer 2014 Group Fees

The group fee is determined by the number of spots requested each day for the entire summer season. **All uniformed, active camp supervisors are free of charge.** The cost per time slot (either 11am – 1 pm OR 1 pm – 3 pm) is as follows:

**Pool Only - \$5.00 per child**

**Golf/Pool Pass - \$9.00 per child**

### Procedures

1. No reservation will be accepted before January 13, 2014.
2. On the reservation form, list the maximum (not to exceed) number of children you wish to bring on a daily basis, dates and time slot desired, as well as number of adults attending. You will be notified in advance if your request cannot be met. **Your reservation is not confirmed or booked until you receive a copy of your confirmation on City letterhead by mail, fax or email.** Once your request has been booked, you will receive via mail, fax or email an approved reservation confirmation itemizing all of the days you were booked for, an invoice for the first payment due on or by May 1, and an invoice for the second payment due on or by June 15. Late payments may result in a cancellation of rental.
3. An initial payment of \$100 will be collected at the time of request, if request is made prior to May 1. This \$100 is not a security deposit and will be credited toward your rental. If request is made after May 1, but before June 15, half of the rental total will be due at the time of request. If a request is received after June 15, payment in full is due at the time of request.
4. To request your reservation, send or **fax (301-948-8364)** (1) the completed reservation form, (2) the signed and dated policies and procedures page, (3) and appropriate payment made payable to the City of Gaithersburg to:  
Water Park at Bohrer Park  
**ATTN: Seasonal Group Reservation**  
512 S. Frederick Ave.  
Gaithersburg, MD 20877
5. Payment may be made by Master Card, Visa, Discover, cash or check. Any payment made by check must be for the exact amount due. A \$35 collection fee will be charged for any check returned by the bank.
6. **One half (50%) of the total summer admission fee must be received on or before May 1. The remaining balance is due no later than June 15. Any changes in the rental must be made prior to this date.** If you send in your group reservation form after June 15, the entire payment is due in full with your request! **No group will be admitted whose fees are not paid in full by this date.**
7. **You are responsible for the entire fee regardless of the level of participation, weather, or changes to your registration or your activities. No refunds.**
8. Your group is restricted to the number of children you have reserved with us. If, on occasion, you bring a couple of additional children, those children will be charged the full daily admission fee (\$8.00) at time of entry, if space permits.

**NOTE:** This is a special arrangement to benefit groups who wish to offer a swim activity as part of their summer program. No exceptions are granted to children who are pool pass holders. Please advise your registrants.

*Applicant/organization accepts responsibility to abide by all procedures outlined above in addition to all facility rules and regulations and understands penalties associated with non-compliance. The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Water Park at Bohrer Park, Summit Hall Farm.*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Updated: Dec. 2013



Gaithersburg  
A CHARACTER COUNTS! CITY

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**NOTE:** If you are planning to book more than one group from more than one location this summer, please fill out a separate form for each group.

Return these forms with the payments listed below to reserve your date:  
**PRIOR To 5/1 – \$100 Initial Payment**  
**5/1-6/14 – Half of Total Rental Fee**  
**6/15 and later – Full Rental Fee**

Organization Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers - Work: \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Requested Dates:

				# Children under 6	# Children 6 and over	Total per Day
Mondays	Dates: _____	Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3		+	=	A. _____
Tuesdays	Dates: _____	Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3		+	=	B. _____
Wednesdays	Dates: _____	Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3		+	=	C. _____
Thursdays	Dates: _____	Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3		+	=	D. _____
Fridays	Dates: _____	Time <input type="checkbox"/> 11-1 <input type="checkbox"/> 1-3		+	=	E. _____

**\*Total Number of Children for Summer (A+B+C+D+E) multiplied times the number of Total Dates:** \_\_\_\_\_

**\*\*NOTE: Camp Supervisors who play an active role supervising the children throughout the complex including locker rooms, grass area, snack bar, mini-golf course, as well as pool and deck areas will not be charged\*\***  
Please use the following formula to determine the number of supervisors you will need for your group:

# of children under 6 each day: \_\_\_\_\_ divided by 5 = \_\_\_\_\_ group supervisors

# of children 6 and over each day: \_\_\_\_\_ divided by 10 = \_\_\_\_\_ group supervisors

\_\_\_\_\_ total # of group supervisors required each day (remember: supervisors are not charged)

### Water Park Only Passes (\*from total number of children above):

\_\_\_\_\_ X \$5.00 = \$ \_\_\_\_\_ (\$ \_\_\_\_\_ - \$100) ÷ 2 = \$ \_\_\_\_\_ (\$ \_\_\_\_\_ - \$100) ÷ 2 = \$ \_\_\_\_\_  
total children /person cost rental total rental total - initial payment due 5/1 rental total remainder of rental total due 6/15

### Golf / Pool Passes:

\_\_\_\_\_ X \$9.00 = \$ \_\_\_\_\_ (\$ \_\_\_\_\_ - \$100) ÷ 2 = \$ \_\_\_\_\_ (\$ \_\_\_\_\_ - \$100) ÷ 2 = \$ \_\_\_\_\_  
total children /person cost rental total rental total - initial payment due 5/1 rental total remainder of rental total due 6/15

### Complete if paying by Credit Card:

Visa / MC /Disc (circle) # \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholder Name: (please print) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

### For Aquatics Staff Use Only:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ Payment Method \_\_\_\_\_

Space available? ☐ Y ☐ N Booked: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Date of Rental \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

**\*\*PLEASE SIGN THE BOTTOM OF THE POLICIES AND PROCEDURES PAGE!!!\*\***

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## THIS IS YOUR COPY TO KEEP AND REVIEW

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